



# CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD

## JOB OPPORTUNITY

**Date Posted:**

December 7, 2011

**Position Action #:**

1112-126G5

**Position:**

Administrative Law Judge I

**Tenure, Time Base:**

Permanent, Full Time

**Salary Range:**

\$7494 - \$9063

**Contact:**

John Martin (310) 337-4302

**Location:**

Inglewood Office of Appeals  
9800 La Cienega Blvd, # 901  
Inglewood, CA 90301

**Final Filing Date:**

December 21, 2011

**A Freeze Exemption has been approved for this position.**

**Position Description:**

Under the general direction of the Presiding Administrative Law Judge (PALJ), the Administrative Law Judge (ALJ) I reviews records, conducts hearings and renders decisions on appeals and petitions filed under the California Unemployment Insurance Code.

**The California Unemployment Insurance Appeals Board will be utilizing the Office of Administrative Hearings Administrative Law Judge I Open examination list to fill vacancies.**

**FUNCTIONS:**

- Conducts Hearings: Assembles parties; instructs parties as to their rights; administers oaths or affirmations; examines parties and witnesses; controls hearings; assists parties with the presentation of evidence including examination and cross-examination of witnesses; rules on the admissibility of evidence; takes notes; hears closing arguments; adjourns hearings.
- Renders Decisions: Researches relevant law; composes, edits and approves decisions setting forth issues, findings of fact and reasons for decision. Promptly issues decisions in compliance with federal time lapse standards.
- Reviews Files and Issue Process: Reviews case files and relevant law. Notes facts and possible course of examination. Prepares and approves subpoenas, interrogatories and orders, as appropriate.
- Travels: To outstation hearing facilities and to Office of Appeals elsewhere in the state.
- Performs other duties as assigned by the Presiding Administrative Law Judge including, but not limited to, reviewing and ruling on requests for resets, reviewing decisions of absent judges, responding to queries from staff and public.
- Attends periodic meetings; participates in regional and annual training; writes letters and reports.

**WHO SHOULD APPLY:**

- Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a current employment list, or former state employees with reinstatement eligibility. SROA/SURPLUS candidates will be given priority.
- SROA and surplus candidates should attach “surplus letters” to their application. Failure to do so may result in your application not being considered.

**Submit a Std. 678 State Application to:**

**CUIAB, Administrative Services/Personnel Section**

ATTN: Srey Touch, Personnel Technician

2400 Venture Oaks Way, Suite 400

Sacramento, CA 95833

**PLEASE NOTE:**

- An application package consists of an application, writing sample and cover letter.
- Please write Position Action # “1112-126G5” on your application and indicate the basis of your eligibility in the job title section. Candidates whose eligibility is based on an employment list should submit a copy of their examination results.
- Incomplete application packages that do not contain the requested information for which you are applying may delay your consideration for the position.